

Requesting Books and Printed Materials in Alternate Formats Policy

The Office of Disabilities and Accessibility Services (ODAS) is partnered with websites BookShare and AccessText Network to accommodate students that require their textbooks in an alternate format, such as screen readable PDF files and/or audio files.

When purchasing books, keep in mind many publishers offer digital versions of texts that screen-reading software can use. Check with the publisher to see what alternate formats are already offered for you to purchase instead of a print copy. This will probably be the fastest way for you to obtain your required textbooks.

If the publisher does not offer a suitable format for purchase, you may request your textbooks in an alternate format from the Office of Disabilities and Accessibility Services (ODAS). You will need to purchase the required books in print and then submit a receipt for the book(s) as proof of purchase.

Along with your receipt, the following information should be submitted to the ODAS:

1. Personal contact information including:

- a. Your name
- b. Address
- c. Woodbury e-mail address
- d. Phone number where you can be contacted

2. Information about each required textbook you are requesting:

- a. Preferred format - whether you need the book in screen readable PDF file format, audio files
- b. Title of the book
- c. Author(s) name(s)
- d. ISBN-10/ISBN-13 number
- e. Name of publisher
- f. Edition number (if applicable)
- g. Year published



It can take anywhere from twenty-four hours to several weeks for your request to be fulfilled. You will be contacted by ODAS via email as soon as your materials have been received.

Only required textbooks will be provided.

If an alternate format is not available, ODAS staff will transpose the book. This process will be completed within 10 business days.

Please request your required textbooks as early as practical in the semester.

If a teacher uses printed handouts rather than or in addition to textbooks, students may bring the printouts to ODAS to be transposed to readable PDFs. Like the transposition of textbooks, this process will be completed within 10 business days.

For questions, please contact:

Office of Disabilities and Accessibility Services

Email: disabilities@woodbury.edu

Phone: 818-394-3345

